

HRO Newsletter

LABOR RELATIONS

EQUAL EMPLOYMENT



ANNUAL NOTICE OF RIGHT TO UNION REPRESENTATION

The Civil Service Reform Act gives technicians in units represented by an exclusive labor organization the right to have a union representation present at a meeting which involves an examination by a representative of the agency in connection with an investigation. Section 7114 (a) of the Civil Service Reform Act of 1978 states that:

"(2) An exclusive representation of an appropriate unit in an agency shall be given the opportunity to be represented at—

"(A) any formal discussion between one or more representatives of the agency and one or more employees in the unit of their representatives concerning any grievance or any personnel policy or practices or other general condition of employment; or

"(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if—

- (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
- (ii) the employee requests representation"

Therefore, as also required by Section 7114(a)(1) and (3), you are hereby given notice of the right set forth in this provision.

POC: CMS Dan Cochran, 267-2792

PAYROLL DEDUCTION FOR ANG BARGAINING UNIT EMPLOYEES, ACT, CHAPTER 71 -- ARTICLE FIFTEEN

15-1 WITHHOLDING FORM

The Standard Form 1187 for dues deduction will be supplied by the Labor Organization and will be used as the authorization of payroll deduction for dues.

15-2 PROCESSING

The completed standard form will be given by the Labor Organization through HRO/LRS to the Civilian Pay Office.

- a. The standard form will be

completed and certified as to the amount of withholding (.007 of base pay) and that the member has been advised of the contents of the form, and the individual's earliest date of dues revocation will be annotated on the form and initialed by the individual.

b. The standard form may be submitted at any time. The effective date for withholding will start by the first pay period beginning after the submission of the form to the Civilian Pay Office. Adjustments to dues allotments will occur within two (2) pay periods whenever the member's rate of base pay changes.

c. An allotment shall be terminated when the employee leaves the bargaining unit as a result of any type of separation, transfer, or other personnel action; upon loss of exclusive recognition by the Labor Organization; when the agreement providing for dues withholding is suspended or terminated by an appropriate authority outside DOD; or when the employee has been suspended from the Labor Organization.

(1) When a Technician is temporarily promoted or detailed to a position outside of the bargaining unit, the Employer agrees to automatically reinstate the

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NOTE: FIND US ON THE "WEB" @ [HTTP://WWW.AZNG.COM/HROWWW](http://www.azng.com/hrowww)

employee's dues withholding upon return to the bargaining unit. The dues withholding will begin the first partial/full pay period the employee returns to the bargaining unit.

(2) It is the individual's responsibility to maintain dues payments, if the employee so desires, in order to protect union associated insurance or other union benefits.

15-3 DUES WITHHOLDING

The Employer agrees to provided a listing to the Labor Organization of those persons from whom a payroll deduction was made. The listing will contain the name and SSN of the Civilian Technicians of the Labor Organization having current dues withholding allotments on file, the amount withheld from each member's pay, and a statement showing the total amount withheld. The remittance check and one copy of the listing will be forwarded to an address to be provided by the Labor Organization.

15-4 DUES REVOCATION

The Employer agrees to provide the employee with copies of the Standard Form 1188 for use in revoking dues allotments. Employees wishing to revoke their dues withholding may obtain a Standard Form 1188 from the HRO office.

a. The individual will return the completed standard form to the Civilian Pay Office.

b. The Civilian Pay Office shall date and initial all copies of the standard form upon receipt from the individual. The second copy of the standard form shall be forwarded by the Civilian Pay Office to the Labor Organization within three (3) working days after receipt of the signed form from the employee.

c. The **first day of September** shall be the annual dues revocation date established by this agreement. All dues revocation forms must be received by the Civilian Pay Office **not later than 15 August**. Dues revocation shall not become effective until the first full pay period in September.

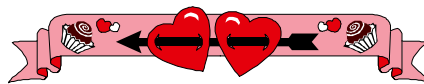
d. New members shall have the option of dues revocation on the first

annual anniversary date after his/her election to participate. Dues revocation form must be submitted to the Civilian Pay Office not later than the last work day in the month preceding his/her anniversary date. Effective date of revocation will be the first full pay period after his/her anniversary date. After the first anniversary date, revocation may only be made in accordance with Section 15-4c above.

15-5 ANNUAL NOTIVATION

It is agreed that once a year, in March, this article will be published in the HRO Newsletter. This will constitute the annual notice affecting dues withholding revocation.

POC: CMS Dan Cochran, 267-2792



Know your rights!

If you or one of your employees is being interviewed by a criminal investigator from the IG's office, and you are told that your testimony could lead to a criminal action against you, or if a criminal investigation is threatened, do two things. First, ask if you are under arrest; second, if not, get up and leave. In either circumstance, **DO NOT ANSWER ANY FURTHER QUESTIONS!** You may believe that this could never happen to you, and hopefully it never will. But in a recent situation an agency IG criminal investigator made such a statement, and the employee became frightened, and kept volunteering information. That employee is now paying the price for providing incriminating evidence.

In a non-criminal matter, an employee has an obligation to provide information to an investigator in "matter of official interest" to the agency. In criminal investigations, every person has the right to remain silent if he or she is the target of the investigation, under the 5th Amendment to the Constitution. Of course what is or is not a matter of

official interest can be an interesting discussion. And it is one you should consult legal counsel about **BEFORE** you begin answering all the questions put to you. After all, everyone also has a right to personal privacy. So what is "personal" and what is a "matter of official interest"? I/A/W TPR 752, Discipline and Adverse Action, dated 23 Feb 87, states that personnel can be disciplined for such actions as; false statements, insubordination, refusal to testify, interference or obstruction. Discipline can range from reprimands/suspensions or removal from your Technician position. As you can see it is very important to know your rights. (POC CMS Cochran, X 2792)

POSITION MANAGEMENT

What is the importance of Position Management for your organization? Position Management addresses such issues as the number of employees needed to accomplish the work and whether or not particular positions are needed. How positions should be organized and what duties and responsibilities should be assigned to individual positions. The purpose of Position Management is to arrange work in a way that will serve mission needs most effectively and economically, by taking into consideration such things as getting the job done and in a timely manner. Work simplification: Are the best methods being used for workflow? Employee utilization: Can you get the right people for the work that needs to be accomplished? Motivation: Do your employees want to do their best work? Career Opportunities: Does the organization provide for career advancement opportunities? Availability of Funds and Ceiling: Are you working with controls established by higher authority? Socially-Oriented Programs: Have you followed through on programs such as those for the handicapped and the socially disadvantaged? Economy: Is your staffing structure as economical as possible?

How does Position Management effect your organization? Position Management means getting the right balance of many things into your

organization and positions. For example, there is no merit in having the least possible costs if this means you cannot attract and develop capable employees. You cannot always provide maximum variety and interest in all jobs and still get maximum utilization of skills. Position Management as a technique does not give you easy answers to effective organization and management. It provides a means of defining an effective organization and the steps you should take to achieve it. The line manager plays the central role in position management. He is the one who must make the organization work on a day-to-day basis. The position management program cannot succeed without his support and his understanding of the purposes of and considerations involved in position management. Coordinated staff effort is essential to the success of any position management program.

If you have any questions please contact Major Patton or Alta Morgan at X2592 or X2493.

TRAINING

HRO-EE0 INTERVIEW TRAINING

The following schedule is presented for the 1999 HRO-EE0 Interview Training :

| | |
|-------------|--------------|
| February 17 | March 17 |
| April 21 | May 19 |
| June 16 | July 21 |
| August 18 | September 15 |
| October 20 | November 17 |
| December 15 | |

HRO requires a minimum of five (5) students to conduct this course each month. Please call me with your name, unit and telephone number to schedule your attendance and guarantee your seat in the class. The Course will be cancelled if the minimum number of students cannot attend each month. (POC: Sharon Hall @ DSN 853-2790 or COM (602) 267-2790)

EEO TRAINING REQUESTS

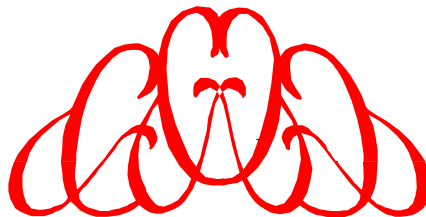
The AZ NATIONAL GUARD EEO Office is available to conduct training

for any level: Employee, Supervisor, Manager, on any EEO subject: The Federal EEO Complaint Process, Preventing Sexual Harassment in the Workplace (an annual requirement), Special Emphasis Programs, etc., or assistance subjects: Preventing Violence in the Workplace, etc. TO SCHEDULE PLEASE CONTACT CH(LTC) TOM TROXELL, S.E.E.M., @ 267-2786 OR CW2 JODY REIDENHOUR, EEO SPECIALIST @ 267-2319.

"HRO FOLDER (AZ ARMY NG) RCAS FOLDER"

Find the Human Resources Specialists' phone numbers in the Air LAN "y" DRIVE -HRO_NEWS FOLDER; titled--HROPHONE and posted in the RCAS Public Folder. This information is updated whenever new HRO employees are hired or move to new offices.

REMINDER: Look for other important documents in the HRO public folder for your use and convenience. A sampling of the Information listed includes: Technician Training Regulations; Labor Relations; Appraisals; EEO and HRO previous and/or current Newsletters.



SEA WORLD CLUB CARD

The new 1999 Sea World Vacation booklets should be arriving soon., Meanwhile, check out all the fun on the SEA WORLD CLUB WEB SITES: www.4adventure.com; www.seaworld.com; www.buschgardens.com; www.seasameplace.com; www.adventureland.com or www.watercountryusa.com. Plan your summer vacation now and be sure to visit the slow-moving, loveable manatee display to watch them eat and swim at Sea World-San Diego, CA. POC: Sharon Hall, HRO Admin Secretary @ (602) 267-2790 or DSN 853-2790.

DISNEYLAND VACATION

Do you have a **Walt Disney "Magic Kingdom Club" Card?** If you do, be sure it hasn't expired. Exchange it now for the new card, which is good until April 1999. Also come in to request the new Disneyland Brochure including all new and exciting events happening in 1999. The **Disney Magic Kingdom Card** gives you fun in the Malls at the "**Walt Disney Store**" (10% discount). Also, the card will get you substantial discounts, creative fun, and a wonderful vacation plan when you want to go to "**Disneyland**" in California or "**Walt Disney World**" in Florida.

Disneyland in CA features the "New Tomorrowland" with "**Honey, I Shrunk the Audience**" and interactive playgrounds including futuristic thrills of **Rocket Rods**. Your **Disney Club Card** gives you dining discounts while visiting the Resorts and Theme Parks.

Watch for more information to make carrying your Disney Club Card more user friendly. And be sure to visit the Disney Web site at www.disney.com or www.disneyworld.com for more exciting information. Did you know Disney now owns a Cruise Line and has a private Disney island in the Bahamas, called Castaway Cay Island? Call and ask me about it. POC: Sharon Hall, HRO Admin Secretary @ (602) 267-2790 or DSN 853-2790.



CHECK THIS OUT

"The increase in the employee withholding rates, for all categories of CSRS and FERS coverage, will be implemented as follows:"

| Effective Date of Increase (first pay period beginning on or after): | Increase (%) |
|--|-----------------|
| 1-Jan-99 | 0.25 |
| 1-Jan-00 | 0.15 |
| 1-Jan-01 | 0.1 |

AZ NG STATE EQUAL EMPLOYMENT MGMT OFFICE **Human Relations Advisory Staff**

State Equal Employment Office

CH (LTC) Thomas E. Troxell, State Equal Employment Manager (SEEM), (602)267-2786/FAX2782
CW2 Jody A. Reidenhour, EEO Specialist & Technician Assistance Program (TAP) Administrator,
 (602) 267-2319/FAX 2782

EEO Counselors

Phone/Fax

| | | | |
|-------|-----------------|------------------|-------------------------------|
| 1SG | Richard Acevedo | AASF #2, Marana | (520) 616 5646/(602) 267-2472 |
| SFC | Linda Schwartz | WAATS, Marana | (520) 616-5504/(602) 267-2465 |
| TSgt. | Larry B. Jones | 161 ARW, Phoenix | (602) 302-9109 |
| TSgt. | Benjamin Riesgo | 162 FW, Tucson | (520) 295-6429/6644 |
| SSG | John Knott | AASF #1, Phoenix | (602) 267-2675 |

Technician Assistance Program Coordinators

| | | | |
|--------|----------------------|-----------------------|----------------------|
| CPT | Roland Gonzalez * | 153 FA BDE, Phoenix | (602) 267-2530 |
| CPT | Anastasia Stipe * | 1/98 TRP CMD, Phoenix | (602) 267-2637 |
| CW2 | Richard Esquer | CSMS, Phoenix | (602) 267- 2747 |
| CW2 | John Patt | AASF #1, Phoenix | (602) 267-2779 |
| SMSgt. | Larry Hamilton * | 161 ARW, Phoenix | (602) 302-9126/ 9124 |
| MSgt. | Debralee Miskuf * | 161 ARW, Phoenix | (602) 302-9049/9122 |
| MSG | Christopher DeRuiz * | 98 TRP CMD, Phoenix | (602) 267-2659/ 2474 |
| TSgt. | Pauline F. Gonzalez | 161 ARW, Phoenix | (602) 302-9242 |

State Equal Employment Management Office

Johnny Howard DEMA, AZNG, Phoenix (602) 267-2328/2954

Federal Women's Program Managers

| | | | |
|------|-------------------|-----------------------|---------------------|
| TSgt | Kathleen Harris * | 162 FW, Tucson | (520) 295-6119/6493 |
| TSgt | Mary Wiggers | 161 ARW, Phoenix | (602) 302-9237/9091 |
| CPT | Anastasia Stipe * | 1/98 TRP CMD, Phoenix | (602) 267-2637 |

Hispanic Employment Managers

| | | | |
|-------|----------------------|------------------|---------------------|
| TSgt. | Robert Carrillo * | 162 FW, Tucson | (520) 295-6383/2458 |
| CIV | Betty Fontes (Lopez) | 161 ARW, Phoenix | (602) 302-9008/9183 |
| CIV | Miren Reinoso | 161 ARW, Phoenix | (602) 302-9170/9245 |

African American Employment Program Managers

| | | | |
|-----|------------------|-----------------|-------------------------|
| SSG | Charles Danner * | AASF #2, Marana | (520) 616-5634/267-2472 |
|-----|------------------|-----------------|-------------------------|

Native American Employment Program Manager

| | | | |
|--------|-----------------|------------------|---------------------|
| SMSgt. | Perci Denetdeel | 161 ARW, Phoenix | (602) 302-9067/9091 |
|--------|-----------------|------------------|---------------------|

Asian American Employment Program Managers

| | | | |
|------|------------------|------------------|---------------------|
| Maj. | Kyle Kobashigawa | 161 ARW, Phoenix | (602) 302-9051/9245 |
|------|------------------|------------------|---------------------|

NOTE: DSN prefix for Tucson ANG is 924. All others are 865.

* denotes EEO Counselor in addition



Rates of Return

C, F, and G Fund Monthly Returns

Rates of Return were updated on **January 11, 1999**.

| Months | C Fund | S&P 500 Stock Index | F Fund | Lehman Brothers Aggregate Bond Index | G Fund |
|-----------------------|--------------|---------------------------|-------------|--|-------------|
| 1993 (Jan. - Dec.) | 10.13% | 10.08% | 9.52% | 9.75% | 6.14% |
| 1994 (Jan. - Dec.) | 1.33% | 1.32% | (2.96%) | (2.92%) | 7.22% |
| 1995 (Jan. - Dec.) | 37.41% | 37.58% | 18.31% | 18.47% | 7.03% |
| 1996 (Jan. - Dec.) | 22.85% | 22.96% | 3.66% | 3.63% | 6.76% |
| 1997 (Jan. - Dec.) | 33.17% | 33.36% | 9.60% | 9.65% | 6.77% |
| 1998 | % | % | % | % | % |
| January | 1.12 | 1.11 | 1.28 | 1.28 | .51 |
| February | 7.20 | 7.21 | (0.07) | (0.08) | .44 |
| March | 5.11 | 5.12 | .34 | .34 | .50 |
| April | 1.00 | 1.01 | .52 | .52 | .49 |
| May | (1.72) | (1.72) | .95 | .95 | .51 |
| June | 4.05 | 4.06 | .85 | .85 | .48 |
| July | (1.09) | (1.07) | .21 | .21 | .49 |
| August | (14.47) | (14.46) | 1.66 | 1.63 | .49 |
| September | 6.33 | 6.41 | 2.36 | 2.34 | .44 |
| October | 8.19 | 8.13 | (0.52) | (0.53) | .41 |
| November | 6.04 | 6.06 | .56 | .57 | .42 |
| December | 5.76 | 5.76 | .30 | .30 | .43 |
| Last 12 Months | 28.44 | 28.58 | 8.70 | 8.69 | 5.74 |

Percentages in () are negative.

The C Fund is invested in the Barclays Equity Index Fund which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund which tracks the Lehman Brothers Aggregate bond index. The G Fund is invested in special issues of U.S. Treasury securities.

The monthly C, F, and G Fund returns represent net earnings for the month, after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis.

The C and F Fund returns vary from the index returns because of C and F Fund expenses, changing balances in the C and F Funds, and differences in returns between the Barclays funds and the underlying indexes. The index returns are time-weighted: they assume constant dollar balances invested during each month and throughout the period.

Future performance of the three funds will vary and may be significantly different from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

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|------------------------------|-------------------------------------|---------------------------------|--------------------------------|
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